

SECRET

Executive Registry

63-8432

8 November 1963

MEMORANDUM FOR : Mr. Kirkpatrick

SUBJECT : Report of Cable Secretariat Operations from 1-31 Oct 1963

1. Cables Processed

a. CIA cables processed totaled 22,072 IN cables, 7,512 OUT cables, 1,865 TD's, and 3,826 miscellaneous items for a total of 35,275 work items. This represents an increase of 10,120 or 40% more than the 1962 monthly average of 25,155 work items.

b. Non-CIA cables totaled 15,685, an increase of 2,720 or 21% over the 1962 monthly average of 12,965.

c. The combined work units of CIA and non-CIA cables including miscellaneous and service requests totaled 50,960 items. The October total represents an increase of 12,842 or 33% over the 1962 monthly average of 38,118. During October we completed more items than in any prior month. The Cable Secretariat did a daily average of 1,644 items each 24 hours including Saturdays and Sundays.

d. 1,482 cables or 3% of all cables processed were furnished to the Director, as compared to 1,278 or 3% for September 1963.

2. Personnel

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During the month we lost three people, one clerk by transfer to DDP, one typist a maternity resignation, and [REDACTED] a senior Cable Analyst who retired.

3. General

a. On 8 October we were asked to compile and hold in readiness an extra file of all cables sent to or received from Saigon from 20 September. This was to include Army, Navy, Air, CIA, USAID, State, JCS--everything--and to include all categories. In the preparation of this file, we reproduced, using the Xerox, approximately 5,000 pages of material processed prior to 8 October. This was a large undertaking for us, but the job was done in good time, and we are now adding to the file each day cables currently being processed.

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3. b. On 11 October I sent [REDACTED] to see Mr. Reed, Executive Secretariat, Department of State, to discuss the problem of delay on EYES ONLY cables released by the Executive Secretariat for Mr. McCone. State's Saigon 676 which we received for processing at 1500 hours on 10 October, being a case in point. [REDACTED], Mr. Reed, and Mr. Connett, SS-RO who was present in Mr. Reed's office, determined that the delay on this particular cable was caused by failure of the system in use, described as follows. Whenever the Executive Secretariat releases an EYES ONLY cable to Mr. McCone, they telephone the SS-RO Duty Officer to notify the CIA courier to call at the Executive Secretariat. The usual method of notifying our courier was a slip of paper left on a clip board in the SS-RO Mailroom where our courier signs a register each time he calls for SS cables. Our courier who picked up SS cables at approximately 0730, 0930, 1030, 1230 told [REDACTED] that no such slip was on the board until his trip at 1430 at which time he picked up the cable, arriving back at Headquarters at 1455. Mr. Reed requested that this system be abandoned and instead that the Executive Secretariat be placed on our schedule as a regular stop. [REDACTED] arranged for this to be done, and beginning 11 October our couriers check in with the Executive Secretariat from 0800 until the office closes, which is sometimes as late as midnight.

c. On 25 October Mr. Earman advised me that his men would make an inspection of the Cable Secretariat during the next few weeks. I told Mr. Earman that I welcomed the opportunity and assured him that his men would have our complete cooperation. They are now conducting their inspection.

d. We are examining closely the procedures now followed to find areas in which change is possible in order that we might cope with the workload. (See memo attached.) In this connection, [REDACTED] and I attended a two day seminar arranged by [REDACTED] people on the use of computers. This was useful and informative. We also attended the Business Equipment Show in New York City. This has proved to be a fruitful source of ideas. At the moment I believe we will be able to cope with our problem, but at some time I may have to try to get additional money for the purchase of labor-saving, time-saving equipment. It is quite impossible to budget in advance for such items.

e. [REDACTED] has been away attending the Midcareer Course.

f. From time to time we are able to help our friends in need---as witness [REDACTED] memo. This repays in part the many good things people do for us, and makes our working relationships better.

g. The Cable Secretariat again achieved 100% participation in the UGE.

Attachments:

- A - Procedures Improvement Program for '64
- B - DDS Memo

Cable Secretary

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6 November 1963

MEMORANDUM FOR : All Cable Secretariat Personnel

SUBJECT : Procedures Improvement Program for 1964

1. We are starting on an intensive program now for implementation in 1964 in which we plan to examine many of our practices and procedures and to effect improvements wherever possible. The objectives of this review are to improve the quality of our product, to reduce unit cost, to reduce our processing time and to improve working conditions.

2. For your information the attached list represents in part the ideas which it is planned to study further.

3. All Cable Secretariat personnel are invited to comment on these or other ideas. If anyone feels he can contribute significantly to the adoption of these or any other ideas, he is encouraged to put his ideas in writing in the form of a suggestion as a part of the Suggestion Program. We will assist him in the preparation of the idea. The ideas listed in the attachment are yours to work on....so get in on the money.

4. For your information a folder has been established for each idea. In that folder we have included any literature relating to that subject which we have. Other material will be added as it is obtained, and you are encouraged to add to the folders any material which you might come across in your reading.

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Attachment

S E C R E T

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S E C R E T

IDEAS FOR CABLE SECRETARIAT PROCEDURES IMPROVEMENT
PROGRAM - 1964

1. Working with the Signal Center, program the input of cables so that we can receive IN cables on printers in the Cable Secretariat loaded with preprinted continuous rolls of reproducible master material, and so that the text will fall in the proper areas.

Objective: To speed up receipt, improve quality of copy, expedite processing, and reduce cost (eliminates 914).

2. As an interim step to Number 1, set up a printer in the Cable Secretariat loaded with unprinted continuous roll reproducible masters, receive the cables on this machine, and then, using preprinted masters as the background, cut and paste, using the master material as received in the same manner we now use TOT copy.

Objective: To speed up receipt, improve quality of copy, reduce cost (eliminates 914).

3. As still another interim step to No's 1 and 2, set up a printer and a reperforator in the Cable Secretariat, and use the tape to run text on a flexowriter.

Objective: To improve quality of copy, speed up receipt, reduce cost (eliminates 914).

4. File non-CIA cables by an assigned control number comparable to the manner in which CIA cables are filed. This will necessitate logging non-CIA cables on a station log.

Objective: To enable us to determine with greater accuracy the receipt or non-receipt of non-CIA cables, to enable a more efficient and attractive filing arrangement.

5. Devise a method of logging which would enable us to use some combination of card and log sheet to record by machine (typewriter, billing, punch card, flexowriter with card/tape) the receipt and disposition of cables. Cards could be sorted mechanically.

Objective: To reduce workload at logging position, make use of labor saving equipment, produce better index to archives.

6. Devise a method utilizing pre-cut IBM type card or an edge-punched card or a pre-print card on which individual dissem symbols are entered and which could be attached to the cable and passed to a machine operator for print out, utilizing either an electric typewriter with card punch attachment, or some optical scanning device to read and print the symbols.

Objective: To eliminate typing errors and to eliminate the actual typing effort on the part of a typist.

S E C R E T

7. Use a device such as the Auto-typist, which can give up to 200 possible selections, to enable the operator to select a dissemination symbol simply by punching a single key. A modification might be to engineer the Auto-typist or similar equipment to be activated by a coded dissem sheet which it could read electronically or optically.

Objective: To reduce typing errors, eliminate typing effort on the part of the operator.

8. Pre-print all of the dissemination symbols on our paste up form, and delete those not used by drawing lines through them.

Objective: Eliminate necessity for cable to go to typing position, reduce processing time and reduce cost.

9. Adopt practice of printing dissem symbols in lieu of typing them.

Objective: Eliminate necessity for cable to go to typing position, reduce processing time, reduce cost.

10. Devise system enabling us to make two masters at one time on the 914 or similar equipment, and then to run the masters two-up on an offset press.

Objective: To reduce cost of mat making (reduces 914 by 1/2), reduces reproduction time (two cables run at a time) reduce reproduction cost, reduce processing time. (Note: This idea now being developed by Mrs. Sill and Mr. Reynolds.)

11. Explore photo-direct mat-making process.

Objective: Better, clearer masters, possibility of running two mats at a time, with results relating to No. 10 above.

12. Sort cables for file using electronic Key Sort or similar equipment.

Objective: Speed up process, reduce handling time/cost.

13. Sort cables for dissemination, using electronic Key Sort or similar equipment.

Objective: Speed up process, reduce fatigue, reduce handling time/cost.

14. Devise system of filing in Lectra File using more easily read tabbed folders.

Objective: Improve accessibility, appearance and achieve more efficient utilization of equipment.

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S E C R E T

15. Utilize a random access memory drum for storage of crypts and possibly pseudos.

Objective: Enable each analyst to query the memory for info re crypt/pseudo without leaving his desk, thus reducing fatigue, improving efficiency of Analyst and reducing processing time/cost.

16. Devise a method of logging which would enable a single entry to serve for both control and station file.

Objective: Reduce work, speed up process, reduce cost.

17. Use offset printing equipment with tandem heads.

Objective: To permit printing front and back with one operation, reduce printing time and cost.

18. Use offset printing equipment with two-up printing surface.

Objective: To permit running two masters at one time, with or without slitter device, thus reducing printing time and cost.

19. Combine Form 1604 "Request for Change of Cable Dissemination or Action Responsibility" with Form 184 "Archives Cable Service".

Objective: To simplify requests for cables.

20. Use a pre-printed clear plastic cable form on the 914 and run TOT against form to obtain a 914 mat.

Objective: To eliminate cut and paste operation and reduce processing time/cost.

21. Use a Collator to put together our multiple page copies.

Objective: Reduce labor, reduce cost, reduce processing time.

22. Put noise reducing covers over Flexowriters.

Objective: To reduce the noise level and improve working conditions.

23. Install as much noise reducing material as possible in the Mailroom.

Objective: To reduce the noise level and improve working conditions.

24. Install a pneumatic tube to SIDO to operate 24 hours a day.

Objective: Approved For Release 2001/08/01 : CIA-RDP84-00499R000600020101-7 (This is being worked on.)

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25. Adopt a system enabling us to use a rubber stamp or stencil or machine punch card to imprint on a cable form a prescribed and limited dissemination without our typing or printing it.

Objective: To simplify dissemination, reduce processing time, ensure accurate dissemination.

26. Build removable half-partitions around cable analysts.

Objective: To reduce noise and distraction and enable analysts to work under better conditions.

27. Devise method to transpose without further handwriting dissemination symbols from file copy of military service cables to copies distributed.

Objective: To eliminate burden of recopying symbols, to speed up processing and reduce costs.

30 October 1963

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MEMORANDUM FOR: [REDACTED]

Gordon :

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I have just learned from [REDACTED] of the assistance given by your office in getting a final draft of the Travel Regulation reproduced. All other facilities for this work were tied up with other jobs and we are committed to a close deadline which you made it possible for us to meet.

Just wanted you to know that we appreciate this favor.

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[REDACTED]
Assistant Deputy Director
(Support)

cc: DD/S-Regs Control Staff